



Department of  
**Human Resource Management**

## *Governor's Award for Excellence*

### *Tips for Writing an Effective Nomination*

- Be sure to address all parts of each category completely. You want to make sure the committee has all the information they need about your nominee.
- Cite specific examples - use descriptive adjectives (“this person is a terrific team player”) and then give a situation or example that shows the attribute.
- Remember - the selection committee is relying on your words and examples to “see” your nominee’s contributions. Speak from your heart!
- Avoid the use of too many pronouns and run-on sentences. It makes the essay confusing and hard to read.
- Remember your audience does not know anything about the nominee; thorough explanations are critical to writing a great nomination.
- Make sure to proofread your statements. Simple grammar errors or misspelled words indicate hurried and sloppy work.
- If there are several people endorsing a nomination for a team or individual, it is recommended that each person write and submit their own nomination for that team or individual.
- A team nomination requires one two page written nomination, accompanied by a completed nomination form for each team member -- EX: If Jane Doe, Mike Smith, and Tom Jones were on a team that was nominated, we'd expect 3 nominations forms with Jane, Mike and Tom's individual information, and they would accompany ONE, two PAGE written nomination.